

CITY OF ABILENE

**REQUEST FOR PROPOSALS
FOR
DYESS AIR FORCE BASE JOINT LAND USE
STUDY FINAL REPORT
IMPLEMENTATION CONSULTANT
RFP No. CB – 2071**

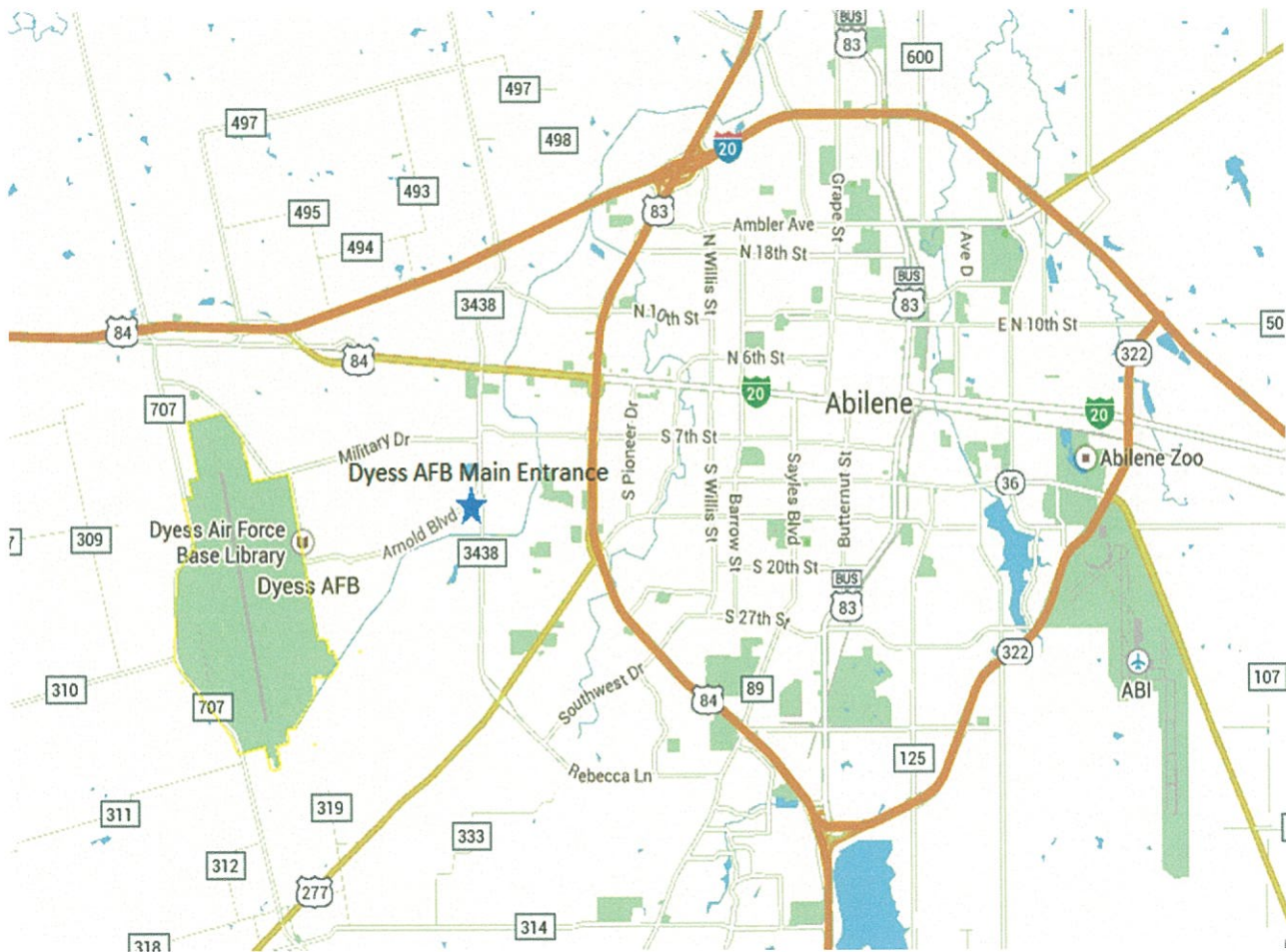
PURPOSE AND NEED STATEMENT/GENERAL INFORMATION

City of Abilene, City of Tye and Taylor County, along with a volunteer View-Caps Area Group, and Dyess officials, conducted a JLUS that completed in July 2018 with acceptance by all three jurisdictions. The JLUS Final Report contains Recommendations that will mitigate current and future real and perceived land use conflicts between Dyess and the surrounding communities. The Final Report may be viewed and downloaded here: <http://www.dyessjlus.com/>

Many of the recommendations will be completed locally by the Implementation Committee and its working groups. However, a need exists for experienced professional assistance to provide guidance on Committee-conducted work and to provide completed deliverables as stated in the Scope of Consultant Services

The City of Abilene (City) will sponsor the Implementation Phase of the Joint Land Use Study (JLUS) for Dyess Air Force Base and seeks to select and contract with the consultant under the management of the city's named project representative and in coordination with all identified stakeholders. The City anticipates this project will take 18 months to complete. Dyess-owned property lies within the jurisdictions of City of Abilene, City of Tye and Taylor County. These jurisdictions, along with a volunteer View-Caps Area Group and Dyess officials, will participate on the Implementation Committee. Local subject matter experts will be invited to participate on working groups and constructively participate throughout this project.

Dyess AFB, which is located in Taylor County in north central Texas and within the city limits of Abilene and Tye, is home to the 7th Bomber Wing (BW). Its mission is to provide combat ready B-1B aircraft, crews and associate combat support for global engagement missions. The 7BW is the host unit at the installation and consists of the 7th Operations Group (OG), the 7th Maintenance Group (MXG), the 7th Medical Group (MDG), and the 7th Mission Support Group (MSG).



The 317th Airlift Group is a major tenant on the installation. It is a tactical airlift organization, flying the C-130J Super Hercules mission activities that include all phases of combat delivery, air/land, airdrop, and tactical formation, aircraft maintenance and recovery, and operations support. Other tenants include: Air Combat Command (ACC) Training Support Squadron, 29th Training Systems Squadron, 337th Test and Evaluation Squadron, and the 77th Weapons Squadron. The installation occupies over 5,300 contiguous acres of land with two runways orientated in a north and south direction. There are two landing zones west of Runway 16/34 to support C-130J operations to include day and night training. Dyess AFB is the major employer in Taylor County, Texas. The installation employs approximately 5,093 personnel. The annual payroll for this installation is over \$264 million. Dyess AFB has an estimated total economic impact of nearly \$421 million on the local economy.

Dyess has been selected as one of three domestic bases for the B-21 Raider.

Reasons for Dyess Air Force Base JLUS Implementation

Dyess AFB has property that is within the limits of the cities of Abilene (population of approximately 120,000) and Tye (population of approximately 1,226) in Taylor County. The updated Dyess AFB AICUZ, released in February 2015, identifies “incompatible/not recommended” civilian land use that may adversely affect the training and readiness missions of a military installation. The JLUS

Committees agreed to use the term “incompatible/not recommended/not recommended” in the Final Report to more accurately reflect the local view that many land owners near Dyess understand community planning terms and intentions but are satisfied with the current use of their property. Pressures from incompatible/not recommended/not recommended civilian development can create restrictions on use of installations, ranges and training corridors. Incompatible/not recommended civilian development can also threaten public safety, exposing the adjacent population to aircraft noise and even accidents.

Overall JLUS Implementation Goals and Objectives

- Prevent future incompatible/not recommended development that may jeopardize the viability of the base mission by enacting the recommendations of the Final Report.
- Provide a sustaining framework for the Implementation Committee to continue to participate in planning and development that balances the needs of Dyess’ missions, economic development and the surrounding communities.
- Be a resource for the communities and Dyess to coordinate development and base-impact issues.
- Enhance communications between the base and surrounding communities.

SCOPE OF CONSULTANT SERVICES

* Recommendations References refer to the Recommendations in the JLUS Final report. A Recommendation reference that doesn’t list a sub-category behind the number means that entire number category is included in the task.

TASK 1: Planning and Zoning Ordinances for City of Tye and City of Abilene

Recommendations references: COM-2P, ED-1E, LAS-1, LU-1, LU-2, LU-3, NOI-2C, NOI-2, VO-1, VO-2,)

Consultant shall work with Dyess, City of Tye and City of Abilene to create new and update existing zoning ordinances related to promote and protect future compatible use relating to Dyess' height restrictions and noise contours. This includes creating a new Airport Zoning Ordinance for City of Tye.

TASK 2: GIS Web-based Portal

Recommendations references: COM-1C, ED-1C

Consultant shall develop and coordinate installation with City of Tye and City of Abilene to add layers to each city's GIS website to show Dyess' protected airspace and noise contours. This shall be accessible to the public to make it easier to inform the public of what are compatible and non-compatible/not-recommended uses for a proposed development.

All geospatial data used for compatible use analysis and/or map production will be submitted to OEA in either the Esri File Geodatabase format (*.gdb) or Esri Shapefile format (*.shp). Data should be readable within standard Geographic Information Systems (GIS) software (e.g., Esri's ArcMap, etc.), and it should be limited to the area around the project's Area of Interest (AOI) in order to omit unnecessary data. The military service and the community should confirm that all geospatial data is publically releasable prior to delivery.

Regardless of the geospatial data format, all geospatial data will include metadata in either the ISO 19139 Metadata Implementation Specification style or the Spatial Data Standards for Facilities, Infrastructure, and Environment-Metadata (SDSFIE-M) style. Metadata records for each dataset will include the minimum required information per metadata style written within the organization's preferred metadata editor software; e.g., Esri's ArcCatalog. For reference purposes only, see SDFSIE Online (<https://www.sdsfieonline.org/>) for more information on geospatial data structures and metadata requirements.

TASK 3: Compatibility Resource Guide

Recommendations reference: COM-1D

Consultant shall assist Dyess and local jurisdictions' staffs and volunteers to compose a printed guide explaining in general terms to the public the types of compatible uses around Dyess' influence areas. This will include height restrictions, noise contours and wildlife mitigation. The printed guide will be available to local jurisdictions' offices, real estate brokers/developers as well as online in a related area of each jurisdiction's website.

Task 4: Noise Attenuation Education Materials

Recommendations reference: NOI-2A

Consultant will design a printed and online guide to developers, architects, builders and general public on best methods to reduce a structure's interior noise level. The printed guide may be included in the Compatibility Resource Guide and included in a related area of each jurisdiction's website.

Task 5: Meetings Coordination and Participation

Consultant shall travel to Abilene to participate in up to five (5) meetings with the committee and local subject matter experts to complete Tasks 1-4. Consultant shall also host conference calls/web-based meetings with appropriate committee members, staff members and subject matter experts

Organization

Throughout the life of the Joint Land Use Study, the project will be directed by a Policy Committee comprised of voting members from the City of Abilene; City of Tye; Taylor County; an AICUZ-area Landowners' Representative and non-voting representation from Dyess Air Force Base. This Policy Committee will direct the formation of a Lead Technical Advisory Committee and smaller Working Groups that will work directly with the consultant in the development of recommendations in the

JLUS. The Policy Committee will be staffed by the city of Abilene, and will meet monthly during the initial phases of the study. Later, the Policy Committee may develop a bi-monthly or quarterly meeting schedule for the remainder of the Study period.

Available resources to support Implementation include:

JLUS Final Report - <http://www.dyessjlus.com/>
Dyess AFB AICUZ (February 2015)
Installation Natural Resource Management Plan
Base Master Plan
City of Abilene Comprehensive Plan and Zoning Ordinances
City of Tye General Plan Report 2004–2020
City of Abilene GIS
City of Tye GIS

Results or Benefits Expected

Implementation will benefit the community and Dyess by completing the Recommendations from the JLUS Final report and creating new resources for community and Dyess developers, planners and the public to use to determine where land use conflicts exist and/or have the potential to occur, and where mitigation or prevention of activities could be identified and implemented. Such actions will support the long-term viability of Dyess while at the same time supporting community growth and development.

Approach and Project Timeline

The following is the anticipated timeline for the Implementation Phase Consulting Work.

1. July 2020 - Conduct Consultant RFP
2. August 2020 - Contract Award & Kick-off meetings
3. Nov 2020 – Draft Compatibility Resource Guide and Noise Attenuation Education Materials (deliverable)
4. Jan 2021 – Compatibility Resource Guide and Noise Attenuation Education Materials (deliverable)
5. Feb 2021 – Draft Planning and Zoning Ordinances for City of Tye and City of Abilene (deliverable)
6. May 2021 – Planning and Zoning Ordinances for City of Tye and City of Abilene (deliverable)
7. Jun 2021 – Draft GIS Web-Base Portal (deliverable)

8. Aug 2021 – GIS Web-Base Portal (deliverable)

Every effort will be made to meet the schedule outlined in the Deliverables List.

CONSULTANT QUALIFICATIONS

The selected consultant must possess the ability, experience, and reputation for high quality service necessary to produce similar high quality and functional projects. To ensure the consultant is capable of providing an acceptable level of service to the City, the following minimum qualifications must be met:

- * Consultant must have extensive experience conducting Joint Land Use Studies and Implementation Phase Consulting, with particular experience at domestic U.S. Air Force Bases.
- * Consultant must have knowledge of Department of Defense (DOD) requirements concerning the JLUS process.
- * Consultant must be available for immediate assignments and be adequately staffed to meet project scope requirements,

SELECTION PROCESS

A selection committee of City staff and a City-selected non-staff member who will select Proposers from those responding to this RFP which appear best qualified relative to the evaluation criteria listed herein. Candidates selected may be invited to make presentations to the selection committee. The selection committee will rank the candidates in order of preference. The City may enter negotiations with the first-ranked candidate. If a mutually satisfactory agreement cannot be reached with the first-ranked candidate, negotiations will be terminated with that candidate and the negotiation process will be initiated with the second-ranked candidate. This process will be repeated until a mutually satisfactory agreement is reached. When such an agreement is reached, the city will execute a contract pursuant to the agreement and subject to the availability of funding. The City reserves the right to reject any proposal at its sole discretion for any reason.

The evaluation criteria to be used in selecting and ranking consultants include, but are not limited to, the following:

SELECTION CRITERIA

- A. Recent similar JLUS Implementation consulting experience, particularly at a domestic U.S. Air Force Base. (15 points)
- B. Proposed Fee to conduct this JLUS Implementation. (10 points)
- C. Capability to perform all aspects of the project as described in “Scope of Consultant Services” within 18 months of Notice to Proceed. (10 points)

D. Quality of projects previously undertaken. (10 points)

PROPOSAL REQUIREMENTS

The Proposal should be organized in the following format. Responses are limited to 30 pages maximum. 1.) The City will allow an appendix for resumes, not to exceed two pages, for each proposed Assigned Staff; 2.) DBE Program/Affirmative Action Plan Information shall be included as an appendix.

Elements listed under each part must be included in the submittal:

A. Executive Summary:

The Statement of Qualifications shall be prefaced by an Executive Summary of two (2) pages or less, which gives in concise terms, a summation of the submittal, including proposed cost of services.

B. Required Experience:

Describe the background and experience of the primary and sub-consultants. This section should be a concise document which shall include the following information.

(i) Relevant Experience of Consultant:

A brief summary of the work accomplished by the Consultant in similar JLUS Implementation engagements in the United States within the past ten (10) years.

The summary must include where the work was performed and the role performed at each location by the Consultant. The summary shall also include the approach to the work, including efforts aimed at stakeholder inclusion and any unique problems encountered and the solutions developed.

(ii) Relevant Experience of Major Sub-Consultants:

It is the intention of the City of Abilene to execute a contract with one Consultant and to hold that firm solely responsible for the execution of the entire project. It is recognized that the Consultant may desire or need the services of sub-consultants to undertake various elements and items of this project. In the event that sub-consultants are anticipated, the statement of qualifications should identify the proposed sub-consultants and the specific elements and items for which each will be responsible. For any sub-consultant anticipated to receive 20% or more of the dollar volume of the work under this contract, said sub-consultant shall provide the same relevant experience information requested with respect to the Consultant.

C. Assigned Staff:

A statement of the project manager and key personnel that would be assigned to the project by the Consultant and its sub-consultants. Include an organizational chart, a

description of the interface between the parent organization and the project team, job description of key positions, and resumes of the key personnel who would be performing the work. Each resume or biography must describe the person's professional capabilities, experience, education, training and work commitments. Describe any subcontracting relationships that are proposed for the project.

REQUEST FOR PROPOSALS SCHEDULE

The schedule for conducting this selection process is proposed as follows, subject to revision:

Advertise solicitation of RFP	July 26, 2020 and August 2, 2020
Pre-Proposal Meeting at Abilene Regional Airport Terminal, August 5, 2020 at 2:00 p.m. Central Lower Level Conference Room, 2933 Airport Blvd. Abilene TX; or request an online invitation from Don Green at don.green@abilenetx.gov .	
Deadline for submitting questions/clarifications of the RFP to Don Green at don.green@abilenetx.gov .	August 6, 2020 by 4:00 p.m. Central
Deadline for the City to receive Proposals from interested firms.	August 14, 2020 by 4:00 p.m. Central
Possible Candidate Interviews	Week of August 17, 2020

DBE PARTICIPATION

Describe your program for the direct involvement of Disadvantaged Business Enterprises (DBE) in the ownership, management, or operation of your business. If you are a certified DBE, indicate the source of your certification. There are no DBE participation goals set for this contract.

GENERAL

VERIFICATION OF EMPLOYMENT ELIGIBILITY

The Proposer must comply with the Immigration Reform and Control Act (IRCA) by not knowingly obtaining labor or services of an unauthorized alien. The Proposer is solely responsible for verifying employment eligibility required by IRCA.

EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of the city to recruit, employ, and to provide compensation, promotion, and other conditions of employment without regard to race, color, religion, sex, age national origin, or disability. The City affirms that employment decisions shall be made only on the basis of bonafide

occupational qualifications. The City shall continually review its employment practices and personnel procedures and take positive steps to assure that equality of employment opportunity in the City of Abilene, Texas, is a fact as well as an ideal.

SALES TAX

The City qualifies as an exempt agency, under the Texas Limited Sales, Excise and Use Tax Act (the "Tax Act"), and is not subject to any state or city sales taxes on materials incorporated into the project. The city will provide an exemption certificate to the contractor. The Proposer must have a sales tax permit issued by the Comptroller of Public Accounts and must issue a resale certificate complying with the Tax Act, as amended, when purchasing incorporated materials. The Proposer is responsible for any sales taxes applicable to equipment purchases, rentals, leases, consumable supplies which are not incorporated into the project, tangible personal property purchased for use in the performance of this contract, or other taxes required by law in connection with this project.

SUBMISSION REQUIREMENTS

Five (5) copies of the Proposal are to be submitted in a sealed envelope bearing the name and address of the Consultant, and should be clearly marked "JLUS Implementation Consultant Proposal, CB-2071". **Proposals are due by 4:00 p.m. Central August 14, 2020.**

To:

City of Abilene
Purchasing Office
555 Walnut, Room 201-A
Abilene, TX 79601
ATTN: Melissa Gorman
Purchasing Administrator
Telephone #: (325) 676-6226
Fax #: (325) 676-6285

Only timely-received submittals meeting the requirements of this Request for Proposals will be considered. No submittal will be considered or accepted which is submitted by a Proposer that is in default under the terms of any existing agreement with the City of Abilene, or which has failed to perform its obligations faithfully under any previous agreement with the City. Submittals shall be signed by an authorized representative of the Proposer.

PROPOSAL REQUIREMENTS

Qualified parties wishing to submit a proposal under this solicitation are encouraged to use the current Concession and Lease Agreement as a guide. However, this by no means should restrict proposers who believe that alternative agreement rights, responsibilities and terms would better enable a concession operation which achieves the City's objectives, as stated above.

As a minimum proposal, please provide the information requested on the attached Proposal Form. Use additional sheets as needed.

Proposers selected by the Selection Committee may be asked to present his/her proposal to the committee and/or Airport Development Board prior to final selection.

PRE-PROPOSAL CONFERENCE

A Pre-proposal conference will be held August 5, 2020 in the lower level conference room of the Airport terminal; or an online invitation may be requested by contacting Don Green at don.green@abilenetx.gov. Proposers are encouraged to attend.

Prospective proposers are cautioned that in no event shall failure to familiarize themselves with the requirements of this solicitation, or to resolve ambiguous or inconsistent terms or conditions of this solicitation or proposed resultant Contract, constitute grounds for a claim of any kind after resultant Contract award. Questions regarding this Proposal must be submitted in writing before 4:00 p.m. Central August 6, 2020 to:

Don Green, A.A.E.
Director of Transportation Services
don.green@abilenetx.gov; or
2933 Airport Blvd, Ste. 200
Abilene, TX 79602

Amendments or revisions of this Request for Proposals resulting from written questions will be developed as expeditiously as possible, and will be distributed to all parties requesting the original proposal package.

EVALUATION CATEGORIES/CRITERIA

Evaluation of proposals will be performed by a Selection Committee composed of City staff, and a non-City employee Implementation Committee member. Failure to provide information requested in this RFP may result in disqualification of a proposal. The sole objective of the evaluation will be to evaluate the responsiveness of each Proposer to the requirements of the RFP. The following are the categories to be evaluated:

<u>CRITERIA</u>	<u>MAXIMUM POINTS</u>
A. Recent similar JLUS Implementation consulting experience, particularly at a domestic U.S. Air Force Base.	15 points
B. Proposed Fee to conduct this JLUS Implementation.	10 points
C. Capability to perform all aspects of the project as described in "Scope of Consultant Services" within 18 months of Notice to Proceed.	10 points
D. Quality of projects previously undertaken.	10 points

PROPOSAL RESPONSE REQUIREMENTS

Each Proposal should be responsive to the requests for information in this RFP and should be sufficiently detailed and contain all information necessary for complete evaluation thereof by the Selection Committee.

PROPOSAL REJECTION AND DISQUALIFICATION

The City may in its discretion reject or disqualify proposals. The following list is not exhaustive but includes:

1. Failure to provide complete documentation as required.
2. Evidence of collusion.
3. Default or termination of other contracts.
4. Lack of ability to operate as proposed.
5. Omissions or fraudulent statements.
6. Current or past outstanding overdue debts to City of Abilene.
7. Other causes as deemed relevant by the City.
8. The City reserves the right to reject any and all proposals.

FORM 1295

The successful proposer is required to complete online the Certificate of Interested Parties Form 1295 and the form must be submitted to the Purchasing contract listed in the solicitation before the purchase/contract will be presented to City Council.

This form may be completed at https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm

INSURANCE REQUIREMENTS

See requirements under Article IX of the draft contract.

The City reserves the right to increase the minimum amount of required insurance to be effective 90 days after notice is sent to provided address.

The City of Abilene must be named as Additional Insured on the certificate. Further requirements listed in sample contract (**Exhibit 1**).



ABILENE REGIONAL AIRPORT

PROPOSAL FORM

DUE

August 14, 2020

At

4:00 PM Central

To the Purchasing Manager at City Hall

555 Walnut Street

Room 201 A

Abilene, TX 79601

Dyess AFB JLUS Implementation Consultant

CB – 2071

CITY OF ABILENE

1. Name of Proposer: _____

Phone Number: _____

- a. Organized as: i. Individual _____
ii. Partnership _____
iii. Corporation _____
iv. Joint Venture _____

b. Physical Address: _____

c. Names of Partners/Other Parties to Proposer:

2. Is Proposer/Operator a certified DBE? ____Yes ____No

If “yes” please provide DBE certification documents.

3. Cost of Consulting Services:
(Describe/Explain)_____

4. Is City of Abilene Agreement (**Exhibit 1**) Accepted As Is? _ Y _____N
If “No”, list and explain exceptions:

Signed By: _____
Title: _____
Date: _____

Required Attachments

Attachment A –Performance Plan addressing how the Scope of Services will be met.

Attachment B – Form 1295 Completion Certificate

Attachment C – Completed Conflict of Interest Questionnaire

* City may conduct interviews of selected Proposers to further clarify their proposal and assist in determining the Proposer to award a contract.

PROPOSAL FORM PT I

Dyess AFB JLUS Implementation Consultant

TO: MELISSA GORMAN, PURCHASING ADMINISTRATOR
CITY HALL, 555 WALNUT STREET, ROOM 201A
ABILENE, TEXAS 79601

Dear Ms. Gorman:

The undersigned, having examined the Instructions to Proposers, the Sample Agreement, and any and all related documents for the proposed JLUS Implementation Consultant at 555 WALNUT STREET, ABILENE, TEXAS 79601 and having become familiar with the proposed Scope of Consultant Services and schedule thereof, hereby submits the following proposal to the City for the afore-described service under the Agreement to be executed if the undersigned is the successful Proposer.

Primary Proposal:

A. Performance Plan- Describe the approach to each task under the Scope of Services (this may be done on a separate attachment, if needed): _____

B. Previous background and experience of Proposer (this may be done on a separate attachment, if needed): _____

C. Cost of Services _____

PROPOSAL FORM PART II

Date: _____

Proposal of _____, ("Proposer"),
organized and existing under the laws of the State of _____, doing business
as: _____. (corporation, partnership, or individual)

To: **THE CITY OF ABILENE, TEXAS**, hereafter called "City". Proposal for: Dyess AFB JLUS
Implementation Consultant. In compliance with the Request for Proposals, Proposer hereby certifies
to perform all work in strict accordance with the Contract Documents, within the time set forth
herein, and at the stated terms in the Proposed Schedule.

By submission of this Proposal, the Proposer certifies, and in the case of a joint proposal each party thereto certifies as to its own organization, that this proposal had been arrived at independently without consultation, communication of Agreement as to any matter relating to this proposal with any other proposer or any competitor.

Proposer hereby agrees to commence work under this Contract on a date to be specified in the Notice to Proceed and to fully complete the Project within Eighteen (18) consecutive months thereafter for the Base Proposal.

Proposer acknowledges receiving the following Addenda:

Addendum No.1 dated ____

Received _

Addendum No.2 dated ____

Received _

Proposer agrees to perform all work described in the Contract Documents.

The undersigned hereby acknowledges receipt of copies of the City Contract and Instructions to Proposers for the Dyess AFB JLUS Implementation Consultant and that the same have been reviewed prior to the execution of this proposal; that the premises have been inspected by the undersigned, who has become thoroughly familiar herewith and with the proposed method of operation. The undersigned further:

- (a) Acknowledges the right of the City in its sole discretion to reject any or all proposals submitted, and that an award may be made to a Proposer other than one of the lowest monetary cost to the City of Abilene.
- (b) Acknowledges and agrees that the discretion of the City in selection of the successful Proposer shall be final, not subject to review or protest, and
- (c) Acknowledges that this proposal is made with full knowledge of the foregoing and in full agreement thereto.

By submission of this proposal, the Proposer acknowledges that the City has the right to make any inquiry it deems appropriate to substantiate or supplement information contained in the proposal and related documents, and authorizes release to the City of any and all information sought in such inquiry.

Dated at _____
this _____ day of _____ 2020.

Signature of Proposer: _____